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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 5 May 1955

FROM : Chief, Administrative Staff/TR

SUBJECT: Weekly Activity Report No. 18

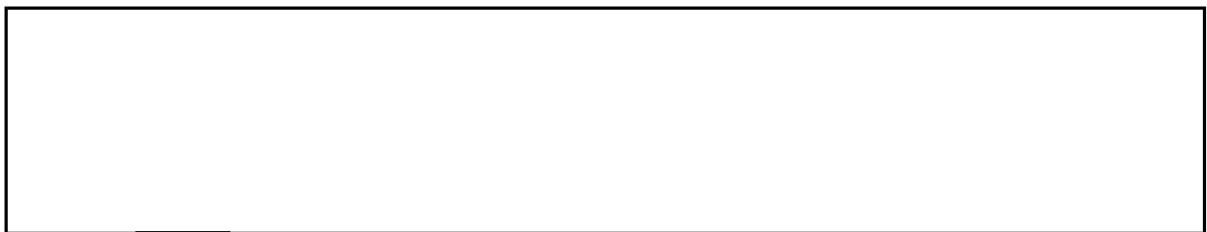
I. SIGNIFICANT ITEMS: None

II. OTHER ITEMS

A. Delinquent Advance Accounts: All delinquent advance accounts on OTR employees, except four, have been or are in the process of being settled.

[] Assistant Chief, Finance Division, has agreed to defer deduction on three of these pending further administration determination. In the remaining case the individual concerned has requested that deductions be made.

B. Notification of Membership in the Career Staff: Notifications of membership in the Career Staff for 86 OTR employees have been received by the Personnel Section. Tentative plans call for these to be presented by the DTR in a ceremony on 19 May in the R&S Auditorium.



D. Summer Program: In accordance with prior agreement a check was delivered to the [] on 29 April in partial payment for the summer program.

E. Action Cadre Organization: The Personnel Officer, OTR and Mr. [] Deputy Chief/Operations School met with the Classification and Wage Division to devise the staffing patterns and grade structure for the proposed Action Cadre.

F. Identification of Positions by Service Designations: As requested by DDS, Personnel Section has finished and forwarded a list of positions, GS-9 and above, which have been identified as having functional designations other than Training.

JOE NO. 1
IN CLASS 28 NO CHANGE
NEXT REV DATE 09
NO. PCS 12
REV CLASS C
FID NO. 28
CLASS 28
DATE 09
AUTH: HR 703

SECRET

G. OTR Vacancies - GS Positions

Organization

Professional Clerical

Plans & Policy Staff
Assessment & Evaluation Staff
Support Staff/Headquarters
Support Staff/[]
Basic School
Intelligence School
Language & External Training School
Operations School/Headquarters
Operations School/[]
Operations School/[]

Total

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H. Registrar Activities:

1. Statistics on the current Basic Orientation Course, including age range, length of service in CIA, etc. were prepared for DTR this week.

2. Weekly enrollment statistics on full-time OTR courses will be disseminated today.

3. The monthly report of waivers and deferments of training standards was forwarded to the DTR on 2 May. A similar report was forwarded to the Special Assistant/DDS, at the direction of the DTR.

I. Staff Training: [] of the Supply & Services Section is scheduled to attend the Logistics Support Course for seven weeks commencing 9 May 1955.

J. [] U. S. Savings Bonds Payroll Savings Plan: Because of several visits to [] by the chairman of the [] Savings Bonds drive, the BFO/TR was requested to determine the feasibility of a payroll deduction plan for this purpose [] Subsequent discussion with appropriate HQ officials does not indicate such arrangements could be accomplished due to security factors. However, the BFO/TR is exploring, through the Deputy Comptroller, what alternate plan, if any, might be adopted to provide sterile participation in the drive.

K. External Training Program Requirements FY-1956 and 1957: Several meetings were held between members of IETS/TR and [] to develop the budgetary aspects of this program. Current incomplete estimates indicate an increase of 650 trainees requirements for FY-1956 and a decrease of [] for the overall External Training Program.

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I. Records Control Schedule: [] of the Records Management Division, Management Staff, accompanied by [] of OTR are in the process of writing a records control schedule for OTR. The purpose of the survey is to evaluate all records in the Staffs, Schools, and at [] and to determine the length of time OTR records should be kept before retirement.

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M. [] - Finance/Fiscal: A meeting to discuss [] Decentralized Accounting Procedures is scheduled 10 May at Headquarters with CH, TAS/COMPT, CH, ACB/FD, []

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N. [] Weekly report of the utilization of [] from 27 April through 3 May is attached.

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Attachment: []

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